

#### § 280.203

may communicate and consult with appropriate officials within those agencies.

(c) When NVLAP has completed the development of the technical requirements of the Program and established a schedule of fees for accreditation, NVLAP shall publish a notice in the FEDERAL REGISTER announcing the establishment of the Program.

(d) The notice will:

(1) Identify the scope of the Program;

(2) Advise how to apply for accreditation.

(e) NVLAP shall establish fees in amounts that will enable the Program to be self-sufficient. NVLAP shall revise the fees when necessary to maintain self-sufficiency.

#### **§ 280.203 Adding to or modifying the Program.**

(a) The Program may be added to, modified, or realigned based on either a written request from any person wishing to add or delete specific standards, test methods, or types of test methods or a need identified by NVLAP.

(b) NVLAP may choose to make the additions or modifications available for accreditation when:

(1) The additional standards, test methods, or types of test methods requested are directly relevant to the Program;

(2) It is feasible and practical to accredit testing laboratories for the additional standards, test methods, or types of test methods; and

(3) It is likely that laboratories will seek accreditation for the additional standards, test methods, or types of test methods.

#### **§ 280.204 NVLAP Program Handbook.**

All specific laboratory accreditation requirements and NVLAP interpretations shall be documented in a program handbook which NVLAP shall develop and maintain. The handbook shall be made available to all participating laboratories. NVLAP may prepare a NVLAP Program Handbook for the Fastener Testing Program for use by applicant and accredited laboratories. The purpose of the handbook is to provide specific technical details for fastener testing as they apply to on-site assessment, proficiency testing, test

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equipment and facilities, and scope of accreditation.

#### **§ 280.205 Applying for accreditation.**

(a) A laboratory may request an application for accreditation in the Program in accordance with instructions provided in notices announcing the Program's formal establishment.

(b) Upon receipt of a laboratory's application, NVLAP shall:

(1) Acknowledge receipt of the application;

(2) Request further information, if necessary;

(3) Confirm payment of fees before proceeding with the accreditation process; and

(4) Specify the next step(s) in the accreditation process.

(c) All laboratory accreditation documents must be in English or the laboratory seeking accreditation must supply an English translation of all documents at the time it files its application.

(d) Accreditation of laboratories outside the United States may require payment of additional traveling expenses for on-site assessments and proficiency testing.

#### **§ 280.206 Assessing and evaluating a laboratory.**

(a) Information used to evaluate a laboratory's compliance with the conditions for accreditation set out in § 280.214, the criteria for accreditation set out in § 280.215, and the technical requirements established will include:

(1) Application and other material submitted by the laboratory (§ 280.214(b)).

(2) On-site assessment reports;

(3) Laboratory performance on proficiency tests;

(4) Laboratory responses to identified deficiencies; and

(5) Technical evaluation.

(b) NVLAP shall arrange the assessment and evaluation of applicant laboratories in such a way as to minimize potential conflicts of interest.

(c) NVLAP shall inform each applicant laboratory of any action(s) that the laboratory must take to qualify for accreditation.